

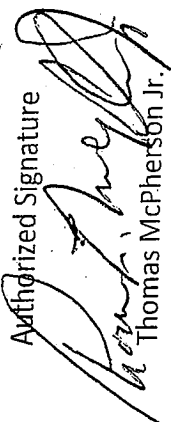
Southeastern New Hampshire Hazardous Materials Mutual Aid District
 DPETAP Training
 Windham Fire
 (Ahura, Draeger CMS)

May 7, 2010

—SAMPLE SUMMARY SHEET—
 SIGNED BY AUTHORIZED OFFICIAL

Name	Person Covering	Department	Date	Hourly Rate	Hours Paid	Amount paid to town	Class- room Hours	Reimbursement Requested	Check #
		Hampstead	5/7/2010	\$20.00	6	\$120.00	6	\$120.00	2487
		Hampstead	5/7/2010	\$20.00	6	\$120.00	6	\$120.00	2487
		Londonerry	5/7/2010	\$42.00	6	\$252.00	6	\$252.00	2484
		Londonerry	5/7/2010	\$31.08	6	\$186.48	6	\$186.48	2484
		Londonerry	5/7/2010	\$42.00	6	\$252.00	6	\$252.00	2484
		Windham	5/7/2010	\$43.89	6	\$263.34	6	\$263.34	2465
		Windham	5/7/2010	\$22.85	6	\$137.10	6	\$137.10	2465
		Windham	5/7/2010	\$43.89	6	\$263.34	6	\$263.34	2465
		Windham	5/7/2010	\$43.89	6	\$263.34	6	\$263.34	2465
		Derry	5/7/2010	\$43.72	7	\$306.01	6	\$262.29	2459
		Derry	5/7/2010	\$59.23	6	\$355.37	6	\$350.00	2459
		Derry	5/7/2010	\$43.72	6	\$262.29	6	\$262.29	2459
		Derry	5/7/2010	\$43.72	6	\$262.29	6	\$262.29	2459
		Derry	5/7/2010	\$59.23	6	\$355.37	6	\$350.00	2459
		Derry	5/7/2010	\$43.72	7	\$306.01	6	\$262.29	2459
		Derry	5/7/2010	\$38.92	6	\$233.52	6	\$233.52	2459
		Salem	5/7/2010	\$34.87	6	\$209.22	6	\$209.22	2493
		SENHHMMAD	5/7/2010	\$20.00	6	\$120.00	6	\$120.00	2490

JANE DOE

Authorized Signature

 Thomas McPherson Jr.

Total Reimbursement

Paid to Towns \$4,267.68
 District Costs \$98.18

\$4,169.50

434-4907

SAMPLE OVERTIME/BACKFILL FORM
SIGNED BY AUTHORIZED OFFICIAL



DEPARTMENT OF SAFETY- GRANTS MANAGEMENT UNIT
FY 2006/2007/2008 HOMELAND SECURITY GRANT PROGRAM
REQUEST FOR OVERTIME/BACKFILL REIMBURSEMENT

MUNICIPALITY Southeastern New Hampshire Hazardous Materials Mutual Aid District

This is to certify that:

Name: JANE DOE

Was relieved from active duty, or backfilled a position, while attending a DHS/FEMA approved training session or exercise:

Training/Exercise: **DPE TAP Training, (Draeger CMS, Ahura)**

Date: **May 7, 2010**

Location: **Windham Fire**

Amount of reimbursement requested: **\$262.29**

Because of such absence, the municipality incurred overtime or backfill expenses. (The maximum reimbursement available will not exceed a documented **\$350** per person per day).

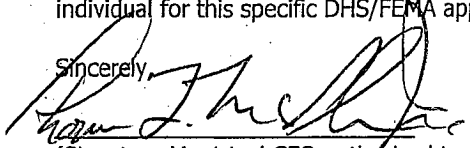
For all DHS/FEMA training programs and exercises proper pre-approval documentation of eligibility must have been received from the Department of Safety point of contact for each program. Strict coordination with DOS is required (NH FS&T, NHPSTC, NH BEM, DOS- Grants Management). Payroll records must be attached.

Overtime expenses are the result of personnel who worked over and above their normal scheduled daily or weekly work time in the performance of DHS/FEMA-approved activities. Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning and conduct of exercise or training projects. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation and as of April 26, 2005 retirement may be reimbursed per program guidance.

Backfill, also called "Overtime as Backfill", expenses are the result of personnel who are working overtime in order to perform the duties of other personnel who are temporarily assigned to DHS/FEMA approved activities (training, exercises, etc.) outside their core responsibilities. Backfill-related Overtime- Also called "Overtime as Backfill": These expenses are limited to overtime costs which result from personnel who are working OVERTIME - which results from personnel working over and above what your department considers overtime as a direct result of their performance of DHS/FEMA-approved activities specified in the applicable grant guidance-to perform duties of other personnel who are temporarily assigned to DHS-approved activities outside of their core responsibilities. These costs are calculated by subtracting the non-overtime compensation, including fringe benefits of the temporarily assigned personnel from the total costs (non-overtime and overtime compensation, including fringe benefits) paid to backfill the position.

Therefore, I am seeking reimbursement for costs incurred as described above. Documentation will be retained at the Municipal/Agency level and be available for State/Federal audit. I further certify that these costs are an accurate record of those incurred by the listed individual for this specific DHS/FEMA approved training or exercise and that the individuals have been paid by the municipality.

Sincerely,


(Signature Municipal CEO authorized to sign)

Thomas McPherson, 434-4907
(Print name and phone number)

Remittance Address:

SENHHMMAD
P. O. Box 514
Windham, NH 03087

Remittance Federal ID Number:
02-0459-3666

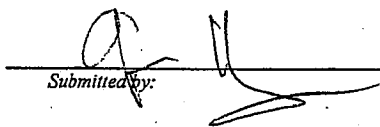
SAMPLE PAYROLL CERTIFICATION SIGNED BY AUTHORIZED OFFICIAL

Derry Fire Department
14 Manning Street
Derry, New Hampshire 03038
Mat District Reimbursement Requisition

Date	Description	Code	Hours	Rate	Sub-Total	Roll Up	Total
		1		\$44.93	0.00	21.87%	0.00
		1		\$37.67	0.00	21.87%	0.00
		1		\$35.87	0.00	21.87%	0.00
		1		\$34.17	0.00	21.87%	0.00
7-May-10	TRAINING	1	6	\$48.60	291.60	21.87%	355.37
		1		\$37.67	0.00	21.87%	0.00
6-May-10	TRAINING	1	8	\$35.87	286.96	21.87%	349.72
7-May-10	TRAINING	2	7	\$35.87	251.09	21.87%	306.00
6-May-10	TRAINING	1	8	\$48.60	388.80	21.87%	473.83
7-May-10	TRAINING	1	6	\$48.60	291.60	21.87%	355.37
6-May-10	TRAINING	2	9	\$35.87	322.83	21.87%	393.43
7-May-10	TRAINING	1	6	\$35.87	215.22	21.87%	262.29
		1		\$27.41	0.00	16.90%	0.00
6-May-10	TRAINING	2	8	\$33.29	266.32	16.90%	311.33
7-May-10	TRAINING	2	6.5	\$33.29	216.39	16.90%	252.95
		1		\$35.87	0.00	21.87%	0.00
7-May-10	TRAINING	1	6	\$35.87	215.22	21.87%	262.29
7-May-10	TRAINING	2	7	\$35.87	251.09	21.87%	306.00
		1		\$43.20	0.00	21.87%	0.00
		1		\$52.50	0.00	21.87%	0.00
Total Due							\$3,628.59

Codes

- 1 - Payment for Member
- 2 - Coverage for Member
- 3 - Mileage for Member
- 0 - No Charge to District

Submitted by: 

Date: 5/11/10

District Use Only

Approved Payment -

Date: 5/20/10

Acct #

14010.03
2459

Check #

Certificate of Completion

This is to certify that

JANE DOE

completed the
Domestic Preparedness Equipment Training Assistance Program
(DPETAP)

O&M of the Ahura First Defender
6 Hour Course

conducted by
General Physics Corporation
on

May 7, 2010

Jeff Allen
Instructor



FEMA

